

CITY OF GAHANNA

JOB DESCRIPTION

Interested applicants should submit a resume to City of Gahanna, Attention: Human Resources, 200 S. Hamilton Rd., Gahanna, OH 43230 or e-mail a resume to resumes@gahanna.gov. Applications should be received by March 31, 2006. The City of Gahanna is an equal opportunity employer.

Job Title: Golf Course Pro Shop Team Member	Job Code:
Department: Parks and Recreation	Salary Range: \$8.00/hour
Location: Golf Course	FLSA/Civil Service: Non-exempt/Non CS
Revised New X	Effective Date: January 1, 2006

A. **BASIC FUNCTION** (Primary purpose of this job): Assists in the maintenance of the municipal golf course by performing related work as required.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES**

DUTIES & RESPONSIBILITIES	%
1. Assists customers as they register; 2. Accepts payments from customers for golf and other related fees; 3. Sells food and beverages to patrons; 4. Maintains the clubhouse in a clean and orderly fashion; 5. Performs other related tasks as required; 6. Regular, predictable, and punctual attendance is required.	

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Knowledge of the principles and practices used in golf;
- Ability to establish and maintain effective working relationships with associates and the general public;
- Ability to operate standard office, word processing and data entry equipment;
- Ability to handle and balance a cash drawer;
- Ability to understand and follow oral and written instructions;
- Must be 18 years of age or older.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid		
Computer		

E. **ESSENTIAL REQUIREMENTS OF POSITION:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, fingering, stooping, kneeling, crouching, reaching, grasping, standing, walking, pushing, pulling, lifting, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoken levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): This position is a moderate impact position. Problems and/or issues will be dealt with by the Golf Course Supervisor.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.):
This position will interact on a regular basis with the Golf Course Supervisor and other Golf Course workers. There will be regular contact with the general public.

H. **SUPERVISION RECEIVED:** There is moderate supervision received in this position.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly : N/A Indirectly: N/A